



CITY OF FREEPORT

125 Main Street E – PO Box 301 – Freeport, MN 56331 – 320-836-2112
For TTY/TDD Users 1-800-627-3529 or 711 Minnesota Relay Service www.freeportmn.org

March 26, 2019 - Regular Meeting Agenda
Freeport City Hall - 7:00 pm

Call to Order

- I. Approve Agenda
- II. Open Public Forum
- III. Consent Agenda
 - a. Feb. 26, 2019 Council Meeting Minutes (1-2)
 - b. Feb. 26, 2019 Area Fire Service Meeting Minutes (3)
 - c. Claims 3547-3568 (4-7)
 - d. Sheriff's Report (8)
- IV. Reports
 - a. Clerk Report (N/A)
 - b. Treasurer Report (N/A)
 - c. Public Works Report (9-10)
 - d. Engineer Report (N/A)
 - e. Attorney Report (11)
 - f. Fire Department Report (12-14)
- V. Old Business
 - a. Clerk-Treasurer Job Description (15-17)
- VI. New Business
 - a. Health Insurance (18)
 - b. Administrative Assistant Job Description (19-20)
 - c. Waste Management (N/A)
- VII. Adjourn

Next Regular Meeting: April 30, 2019



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February 26, 2019 – Meeting Minutes

A regular meeting of the Freeport City Council was convened at 7:00pm by Mayor Mike Eveslage and councilmembers Jake Renneker, and Sarah Blake present.

Members not in attendance: Tim Hennen

Staff in attendance: Clerk-Treasurer Adrianna Hennen, Deputy Treasurer Joan Wall, Public Works Director Loren Goebel, City Engineer Dave Blommel, City Attorney Scott Dymoke, Fire Chief John Gilk, and Assistant Fire Chief Andy Grieve

Others in attendance:

Ben Ettle (312 1st Ave N)

Pete Welle (Oak Township)

Jeff Goebel (Krain Township)

Carl Toenyon (Millwood Township)

Jerri Cremers (St. Anthony City)

Chad Van Beck (Millwood Township)

John Arnzen (St. Rosa City)

Lawrence Middendorf (Millwood Township)

Joseph Wiechmann (Millwood Township)

Approve Agenda

Renneker moved to approve the agenda, seconded by Blake. Motion carried 3-0.

Council Member Appointment

Eveslage stated that the one application that was received was submitted by Ben Ettle. Eveslage swore in Ettle and Ettle took his seat.

Public Hearing – Outdoor Storage

The public hearing was opened at 7:04pm. No public comment was given. Dymoke explained the changes in the ordinance and stated that this ordinance and its changes have been looked at over many months.

Open Public Forum

No comment was given.

Consent Agenda

Renneker moved to approve the consent agenda, seconded by Blake. Motion carried 4-0.

Reports

Clerk Report

No report was given.

Treasurer Report

No report was given.

Public Works Report

No report was given.

Engineer Report

No report was given.

Attorney Report

No report was given.

Fire Department Report

No report was given.

Old Business

Waste Management Vegetation Containers

A. Hennen shared the results of the survey that was conducted. The survey asked if residents would like to have a container to place vegetation in. Out of 53 residents that responded to the survey, 37 did not want the container. Council decided at this time that they would not pursue the vegetation containers.

Ordinance 2019-02 – Outdoor Storage

Ettle moved to approve Ordinance 2019-02, seconded by Renneker. Motion carried 4-0.

Ajourn

Ettle moved to adjourn at 7:15, seconded by Renneker. Motion carried 4-0.

Mayor, Mike Eveslage

City Clerk-Treasurer, Adrianna Hennen



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For TTY/TDD Users 1-800-627-3529 or 711 Minnesota Relay Service www.freeportmn.org

February 26, 2019– Area Fire Service Association Annual Meeting

The Area Fire Service Association Meeting was called to order at 7:30 by Mayor Rodney Mike Eveslage and councilmembers Jake Renneker, Ben Ertle and Sarah Blake present.

Members not in attendance: Tim Hennen

Staff in attendance: Clerk-Treasurer Adrianna Hennen, Deputy Treasurer Joan Wall, Public Works Director Loren Goebel, City Attorney Scott Dymoke, Fire Chief John Gilk, Assistant Fire Chief Andy Grieve

Others in attendance:

Pete Welle (Oak Township)

Jeff Goebel (Krain Township)

Carl Toenyon (Millwood Township)

Jerri Cremers (St. Anthony City)

Chad Van Beck (Millwood Township)

John Arnzen (St. Rosa City)

Lawrence Middendorf (Millwood Township)

Joseph Wiechmann (Millwood Township)

Roll Call

Everyone was in attendance besides Albany Township.

New Business

2018 Financial Report (prelim)

It was explained why a few lines items had been proposed to increase in 2020. The building and equipment fund was being increased to have funds available for upcoming equipment. It was also announce that the Fire Department was hoping to hear soon about the FEMA grant that had been applied for, for turnout gear. Jeff Goebel moved to approve the 2018 Financial Report (prelim), seconded by Joseph Wiechmann, motion carried unanimously.

2020 Budget Approval

Chad Van Beck moved to approve the 2020 Budget, seconded by Jeff Goebel. Motion carried unanimously.

Adjourn

Eveslage moved to adjourn at 7:45, seconded by Blake. Motion carried unanimously.

Mike Eveslage, Mayor

Adrianna Hennen, Clerk-Treasurer

03/11/19
14:23:18

CITY OF FREEPORT
Claim Approval List
For the Accounting Period: 3/19

Page: 1 of 3
Report ID: AP100V

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
3547		15 ALBANY MUTUAL TELEPHONE	242.39					
	10340091	03/01/19 836-2411/2413	75.05			225 42200	320	10100
	10340449	03/01/19 836-7158	38.91			101 41000	320	10100
	10340243	03/01/19 836-2685	18.74			601 43225	320	10100
	10340243	03/01/19 836-2685	18.73			602 43250	320	10100
	10339960	03/01/19 836-2112	90.96			101 41000	320	10100
		Total for Vendor:	242.39					
3548		25 AMERIPRIDE LINEN & APPAREL	63.06					
	2201160201	02/22/19 Monthly rug service	63.06			101 41000	410	10100
		Total for Vendor:	63.06					
3549		70 CENTERPOINT ENERGY	405.64					
	02/21/19	Maintenance bldg	147.84			101 43100	382	10100
	02/21/19	Fire hall	257.80			225 42200	382	10100
		Total for Vendor:	405.64					
3550		76 CENTRAL MINNESOTA CREDIT UNION	825.00					
	02/28/19	UB postage	87.50			601 43225	200	10100
	02/28/19	UB postage	87.50			602 43250	200	10100
	02/28/19	General postage	100.00			101 41000	200	10100
	02/28/19	MCFOA annual conf - Adri	275.00			101 41400	330	10100
	02/28/19	MCFOA annual conf - Joan	275.00			101 41400	330	10100
		Total for Vendor:	825.00					
3551		145 FINKEN WATER SOLUTIONS	23.00					
	1131419	03/01/19 Water softener rental	15.00			101 41000	410	10100
	1131420	03/01/19 Maint water cooler	8.00			101 43100	410	10100
		Total for Vendor:	23.00					
3552		387 RAHNS OIL & PROPANE, INC	677.07					
	3524	02/28/19 Fire Dept fuel	3.09			225 42200	215	10100
	3524	02/28/19 Public Works fuel	648.27			101 43100	215	10100
	3524	02/28/19 EDA meal	25.71			300 46500	210	10100
		Total for Vendor:	677.07					

03/11/19
14:23:19

CITY OF FREEPORT
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For the Accounting Period: 3/19

Page: 2 of 3
Report ID: AP100V

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
3553		437 STAR PUBLICATIONS LLC	597.61					
	175620	02/28/19 City summary budget stmt	448.20			101 41000	350	10100
	175620	02/28/19 Prop assessment info	33.62			101 41000	350	10100
	175620	02/28/19 Notice of public hearing	33.62			101 41000	350	10100
	175620	02/28/19 Ordinance 2019-01	82.17			101 41000	350	10100
		Total for Vendor:	597.61					
3554		510 VERIZON WIRELESS	59.43					
	9825302210	03/01/19 Cell phone - Mar	59.43			101 43100	320	10100
		Total for Vendor:	59.43					
3555		750 WASTE MANAGEMENT, INC	181.87					
	6837201176	02/28/19 Maintenance bldg	144.24			101 43100	383	10100
	6836422176	02/28/19 Fire hall	37.63			225 42200	383	10100
		Total for Vendor:	181.87					
3556		525 XCEL ENERGY, INC	2,614.02					
	627291506	02/21/19 Water tower	175.97			601 43225	381	10100
	628566876	03/04/19 Street lights	732.09			101 43160	381	10100
	628559741	03/04/19 302188142	47.66			601 43225	381	10100
	628559741	03/04/19 302252262	99.00			101 43160	381	10100
	628559741	03/04/19 302290398	278.66			101 41000	381	10100
	628559741	03/04/19 302679657	112.53			101 43100	381	10100
	628559741	03/04/19 302700297	24.20			602 43250	381	10100
	628559741	03/04/19 302947044	127.81			601 43225	381	10100
	628559741	03/04/19 303193187	-157.49			602 43250	381	10100
	628559741	03/04/19 303616049	305.30			225 42200	381	10100
	628559741	03/04/19 303936749	50.89			101 43160	381	10100
	628559741	03/04/19 303956738	450.41			101 43160	381	10100
	628559741	03/04/19 303963984	282.61			101 43160	381	10100
	628559741	03/04/19 303985901	39.05			101 43160	381	10100
	628559741	03/04/19 304083816	13.58			101 43160	381	10100
	628559741	03/04/19 304098414	31.75			602 43250	381	10100
		Total for Vendor:	2,614.02					
		# of Claims	10	Total:				5,689.09

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
3557		123 DYMOKE LAW OFFICE, P. A.	552.00					
	02/28/19	Accessory structures	120.00			101 41000	302	10100
	02/28/19	Ettel shed	144.00			101 41000	302	10100
	02/28/19	Rasmussen garage	168.00			101 41000	302	10100
	02/28/19	City Council meeting	120.00			101 41000	302	10100
		Total for Vendor:	552.00					
3558		752 EXPERT T BILLING	108.00					
	5501 03/06/19	4 fire calls billed Feb	108.00			225 42200	300	10100
		Total for Vendor:	108.00					
3559		155 FREEPORT FARM CENTER, INC	25.00					
	101033 02/28/19	Coupler, plow truck hydraulic	25.00			101 43100	401	10100
		Total for Vendor:	25.00					
3560		174 GOPHER STATE ONE CALL, INC	2.70					
	9020391 02/28/19	2 email tickets	1.35			601 43225	300	10100
	9020391 02/28/19	2 email tickets	1.35			602 43250	300	10100
		Total for Vendor:	2.70					
3561		219 JOANN TIMP	144.00					
	03/18/19	4 cleanings (2/26/19-3/18/19)	144.00			101 41000	300	10100
		Total for Vendor:	144.00					
3562		696 LITTLE FALLS MACHINE, INC	311.11					
	354698 03/11/19	Pins, snow plow blade	17.61			101 43100	401	10100
	354698 03/11/19	Freight	20.49			101 43100	401	10100
	354718 03/11/19	Spinner, sand spreader sno plw	273.01			101 43100	401	10100
		Total for Vendor:	311.11					
3563		769 METRO SALES, INC	89.87					
	INV1289300 03/04/19	Copier contract 2/15-3/14/	89.87			101 41000	410	10100
		Total for Vendor:	89.87					

CITY OF FREEPORT
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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
3564		562 MINNESOTA DEPARTMENT OF HEALTH 02/19/19 Qtrly H2O service connect fee	477.00 477.00			601 43225	431	10100
		Total for Vendor:	477.00					
3565		389 RAMLER TRUCK & TRAILER REPAIR, RI047563 02/28/19 Truck #404 repairs	924.65 924.65			225 42200	401	10100
		Total for Vendor:	924.65					
3566		713 RBC FBO FREEPORT FIRE DEP RELIEF Funds received from State for this reimbursement 03/14/19 Suppl benefit pmt reimb	1,000.00 1,000.00*			225 42200	430	10100
		Reimbursement for Jerry Butkowski's supplemental benefit Total for Vendor:	1,000.00					
3567		651 STATE OF MINNESOTA DEPT OF M102134 02/22/19 Facility ID 11415 city well # M102135 02/22/19 Facility ID 11418 city well #	200.00 100.00 100.00			601 43225 601 43225	433 433	10100 10100
		Total for Vendor:	200.00					
		*** Claim from another period (12/18) ****						
3568		440 STEARNS CO AUDITOR/TREASURER 2019-00007 02/07/19 2018 election ballots	31.48 31.48			101 41450	210	10100
		Total for Vendor:	31.48					
		# of Claims	12	Total:				3,865.81

FREEPORT CALLS - FEBRUARY 2019

<u>City</u>	<u>Date_Received</u>	<u>Call #</u>	<u>Description</u>	<u>Actual_Incid_Location</u>
FREEPORT	02/05/2019 18:58:02	19009883	AGENCY ASSIST	
FREEPORT	02/07/2019 04:25:15	19010249	AGENCY ASSIST	
FREEPORT	02/16/2019 19:10:43	19013019	AGENCY ASSIST	
FREEPORT	02/03/2019 05:16:01	19009212	ALARM	
FREEPORT	02/27/2019 22:30:33	19015863	ALCOHOL COMPLIANCE CHE	
FREEPORT	02/27/2019 09:31:44	19015669	BUSINESS ASSIST	
FREEPORT	02/13/2019 14:26:27	19012009	CITIZEN CONTACT	
FREEPORT	02/04/2019 19:59:34	19009638	DISORDERLY CONDUCT	
FREEPORT	02/05/2019 18:54:37	19009881	DOMESTIC IN PROGRESS	
FREEPORT	02/06/2019 09:52:43	19010019	FOLLOW UP	
FREEPORT	02/21/2019 12:57:51	19014194	FOLLOW UP	
FREEPORT	02/10/2019 15:23:38	19011228	ILLEGAL DUMPING COMPLAI	
FREEPORT	02/18/2019 13:02:29	19013394	MATTER OF INFORMATION	
FREEPORT	02/20/2019 13:27:14	19013951	MATTER OF INFORMATION	
FREEPORT	02/27/2019 17:56:44	19015792	MATTER OF INFORMATION	
FREEPORT	02/28/2019 22:22:47	19016114	MATTER OF INFORMATION	
FREEPORT	02/23/2019 09:59:11	19014680	MOTORIST ASSIST	
FREEPORT	02/05/2019 22:53:28	19009925	MOTORIST ASSIST	
FREEPORT	02/27/2019 03:57:45	19015618	PARKING VIOLATION	
FREEPORT	02/25/2019 08:07:13	19015094	PHONE COMPLAINT	
FREEPORT	02/09/2019 22:20:47	19011070	STALLED VEHICLE	
FREEPORT	02/07/2019 04:18:01	19010248	SUSPICIOUS ACTIVITY	
FREEPORT	02/04/2019 19:56:06	19009637	SUSPICIOUS PERSON	
FREEPORT	02/06/2019 00:05:09	19009936	SUSPICIOUS VEHICLE	
FREEPORT	02/13/2019 02:44:17	19011876	SUSPICIOUS VEHICLE	
FREEPORT	02/23/2019 02:46:33	19014654	SUSPICIOUS VEHICLE	
FREEPORT	02/21/2019 14:31:20	19014219	TRAFFIC STOP	
FREEPORT	02/16/2019 21:30:24	19013052	TRAFFIC STOP	
FREEPORT	02/17/2019 00:46:26	19013106	TRAFFIC STOP	
FREEPORT	02/28/2019 08:41:08	19015924	TRAFFIC STOP	
FREEPORT	02/01/2019 23:55:10	19008908	TRAFFIC STOP	
FREEPORT	02/10/2019 21:17:52	19011293	TRAFFIC STOP	
FREEPORT	02/14/2019 01:20:58	19012183	TRAFFIC STOP	
FREEPORT	02/24/2019 16:30:33	19014965	VEHICLE IN THE DITCH	
FREEPORT	02/16/2019 19:05:57	19013017	VERBAL DISPUTE	
FREEPORT	02/20/2019 15:32:12	19013998	WARRANT	
FREEPORT	02/01/2019 16:23:35	19008775	WELFARE CHECK	

Job Duty	Date	Initial
well, tower, pond checks	SAT 2/16/19	YJ
well, tower, pond checks	SUN 2/17/19	RJ
well, tower, pond checks, lift station, water samples Holiday	MON 2/18/19	YJ
well, tower, pond checks	TUE 2/19/19	YJ
Well, tower, pond checks, plowed snow	Wed 2/20/19	YJ/JN
Well, tower, lift station, pond checks, water samples plowed snow	Thurs 2/21/19	YJ/ME
Well, tower, pond checks, moved snow & pushed snow by Fishall	FR 2/22/19	YJ
& city hall with tractor	"	RJ
Well, tower, pond checks	SAT 2/23/19	YJ
Well, tower, pond checks, moved snow drift N. Freepark & Whirlwind	SUN 2/24/19	YJ
Well, tower, lift station, pond checks, water samples, moved drifts	MON 2/25/19	YJ/JN
Well, tower, pond checks, pushed snow, council meeting	TUE 2/26/19	YJ
Well, tower, pond checks, pushed snow, picked parts up for ^{floor} truck	Wed 2/27/19	YJ/JN/ME
(sander) in Little Falls - with ^{floor} truck	"	RJ
Well, tower, lift station, pond checks, water samples, water meter readings,	Thurs 2/28/19	YJ
	"	YJ
well, tower, pond checks, pushed snow	FR 3/1/19	YJ
well, tower, pond, pushed snow	SAT 3/2/19	YJ/JN/ME
well, tower, pond checks	SUN 3/3/19	YJ
Well, tower, lift station, pond checks, water samples, water reports at city hall, scada moving scada computer at city hall, filed some some paperwork,	MON 3/4/19	YJ
	"	YJ
Well, tower, pond checks, scraped plowed 4th & Whirlwind	Tue 3/5/19	YJ
drive in industrial park - school "conference"	"	RJ
Well, tower, pond checks, school "conference"	3/6/19 Wed	RJ
well, tower, pond, lift station checks, water samples, scraped storm drains, school "conference"	Thurs 3/7/19	YJ
	"	YJ
well, tower, pond checks, showed tower to neighboring town.	FRI 3/8/19	YJ
well, tower, pond checks, pushed snow	SAT 3/9/19	YJ/ME
well, tower, pond checks, pushed snow	SUN 3/10/19	YJ/JN/ME
Well, tower, pond, lift station checks, water samples, cleaned snow by manor & end of 9th street.	MON 3/11/19	YJ
	"	YJ
Well, tower, pond checks, shovel snow of city hall & Fishall	Tue 3/12/19	YJ
cleaned end of 2 nd , 3 rd & 4 th Ave so rain can run somewhere, storm drains by Manor	"	YJ
	"	YJ
Well, tower, pond checks, filed paperwork	wed 3/13/19	YJ

Job Duty	Date	Initial
Well, tower, lift station, pond checks, water samples, scraped some ice off roads, took nets out of ice sink	THUR 3/14/19	SL
Well, tower, pond checks, checked Industrial Lift station got to much inflow will need to address, talked with Dave Blommel about it, pond ditch getting to pt of running into ponds.	FRI 3/15/19	SL
	"	SL
	"	SL
	"	SL
Well, tower, pond checks	SAT 3/16/19	SL
Well, tower, pond checks	SUN 3/17/19	SL
Well, tower, lift station, pond checks, water samples, check G.R.G. reads ^{seals} water reading, checked water flow by Industrial Lift station or by ponds, pump water on Industrial Drive	MON 3/18/19	SL
	"	SL
Well, tower, pond, checks, went to St Cloud Ver. con, float, 6 W/W	TUE 3/19/19	SL
Pump water on Industrial Drive	"	SL
Well, tower, pond checks, pumped water & moved snow on Industrial Drive	WED 3/20/19	SL
	"	SL
<hr style="border-top: 2px solid black;"/>		

Dymoke Law Office, P.A.

300 Riverside Avenue NW

Melrose, Minnesota 56352

Telephone (320) 256-4205

Fax (320) 256-7201

March 21, 2019

Adrianna Hennen
City of Freeport
125 Main Street East
Freeport, MN 56331

BY ELECTRONIC MAIL

Re: Monthly Legal Report

Dear Ms. Hennen:

During the period from February 20, 2019 through March 21, 2019, we have given significant attention to the following projects on behalf of the City of Freeport.

- Accessory Structures
Reviewed applications for construction of new accessory structures. Reviewed City code and prepared opinions regarding proposed new accessory structures' compliance with zoning regulations. Forwarded opinion to City Clerk.
- City Clerk/Treasurer
Attended Council meetings to consider revising Clerk/Treasurer's job description and hiring a new City Clerk/Treasurer.

Respectfully submitted,
Dymoke Law Office, P.A.

Scott E. Dymoke
by Scott E. Dymoke

Memo

From: Adrianna Hennen, Clerk-Treasurer

To: Freeport City Council

Date: 3/20/19

Re: Fire Department Report

Following are two estimates to install a dehumidifier if the Fire Hall.

PRECISE



"Precise...Because We Care"

710 19th Ave NE
St. Joseph, MN 56374
Telephone (320) 363-7401
Fax (320) 363-7402
www.precisemn.com

December 6, 2018

Freeport Fire Department
104 4th Street NW
Freeport, MN 56331

Attn: John Gilk

The following is budget pricing to install a whole home dehumidification system for the Freeport Fire Department.

Budget price includes:

1. Supply (1) Aprilaire 1870 whole home dehumidifier – rated capacity of 130 pints per day.
2. Condensate pump and piping from the dehumidifier to a floor drain or sink.
3. Labor to install the above items.
4. Freight and sales tax.
5. Manufacturer's parts warranty and a one year labor warranty from equipment start date on items provided by Precise.

Budget price: \$2,726.00

Notes:

1. Not included is any of the following:
 - Electrical or control wiring
 - Ducting for the dehumidifier
 - Concrete cut and patch
 - Carpentry work
 - Wall cut or patch
 - Painting work
 - Bid bond or performance bond
2. The pricing is valid for 30 days.

Thank you for allowing me to quote this project. If you have any questions or concerns, please contact me at 363-7401 or email keith@precisemn.com.

Sincerely,

Precise Heating, A/C, Plumbing, Refrigeration

Keith Louwagie

Melrose Plumbing & Heating Services Inc.

P.O. Box 271 Melrose, MN 56352

Jason Toenyan: (320)250-0460

Ron Hellermann: (320)248-5169

Bid submittal for Freeport Fire Department

Installation of Dehumidifier for shop areas to include:

1 Honeywell DR120 dehumidifier

1 Humidifier control

Supply and return ductwork from both shop areas

Drain line run to nearest drain location

All materials and labor.....\$3,950.00

Memo

From: Adrianna Hennen, Clerk-Treasurer

To: Freeport City Council

Date: 3/20/19

Re: Clerk-Treasurer Job Description

Attached is the job description that council went over a couple weeks ago. Dymoke recommended that the council make a formal adoption of the updated clerk-treasurer description.



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Job Description for **Clerk-Treasurer**

Department: Administration
Reports to: Mayor and City Council
Class: Full-Time 40-hours per week

Position Objective

The Clerk-Treasurer performs administrative work while conducting the daily business activities of the city including financial management and statutory clerk functions.

Duties and Areas of Accountability

Administration

1. Perform the duties of the municipal clerk and municipal treasurer as broadly stipulated by MN statutes 412.151 and 412.141.
2. Maintains public records in accordance with data practices.
3. Attends council meetings and records council actions (minutes); prepares agendas and monthly reports for meetings; organizes and maintains records of minutes, ordinances and resolutions.
4. Compose correspondence, reports, memos, letters, meeting minutes, public notices, resolutions and ordinances on behalf of the city.
5. Conduct research to aid council in making informed decisions. Carry out directives of the council
6. Attest the Mayor's signature on official documents and maintains responsibility for the City Seal
7. Process applications for liquor licenses and various permits.
8. Act as liaison with state and county agencies, city attorney, engineering firm and auditor.
9. Receive requests, complaints and information from the public and transmits to staff and/or council to process as needed; handles when required.
10. Answer city phones and provides information and assistance to the public on request.
11. Supervise city personnel.
12. Coordinate the information flow between the council and staff and assist staff and council members as needed.
13. Coordinate the Economic Development Authority.
14. Assist Fire Department Chief with coordination of Fire Department.
15. Serve on Boards and Committees as appointed.
16. Any other duties as assigned.

Zoning

1. Review applications for variances, conditional use permits, subdivision and zoning changes; prepares recommendations to city council consistent with city code.
2. Review building permits, including review of site plan, and forward requests to the Building Inspector.
3. Initiate enforcement proceedings when code violations occur; prepare letters and contacts property owners.
4. Provide planning and technical support to the Economic Development Authority.
5. Make recommendations to amend city code.

Accounting & Finance

1. Manage the investments of the city funds and provides current status, activity and performance reports to the council. Invests funds in accordance with sound financial practice.
2. Develop annual city budget, presents budget to the city council for review and adoption; monitors expenditures and receipts; complies with Truth in Taxation and all reporting requirements. Moves funds as directed by council.
3. Maintain and process payroll for city employees and election judges. Processes payroll deductions.
4. Reconcile city checking accounts and ensure all accounts are balanced. Make deposits to banks.
5. Responsible for certifying assessments, special charges, and tax levies to the County Auditor.
6. Oversee billing and receipt of utility revenue.
7. Generate financial statements and cash balance fund reports for the city council.
8. Work with auditor at year-end. Generate reports and present financial data as required for the audit.

Elections

1. Administer local elections in accordance with state and county requirements.
2. Oversee elections, notices, scheduling and training of election judges and maintains election records.

Knowledge and Skills Required

1. Knowledge of Municipal financial management including investment of funds, accounting, payroll and billing practices and financial record keeping.
2. Knowledge of city code, ordinances, resolutions and policies.
3. Knowledge of state and county election procedure and operations.
4. Knowledge of laws, rules and regulations affecting city government.
5. Ability to maintain accurate and complete records and files.
6. Ability to communicate effectively both orally and in writing with staff, state and county officials, elected officials and the public.
7. Prioritize work, research and solve problems independently.
8. Represent the city in a professional, courteous, and efficient manner.
9. Detailed oriented, adaptable, flexible and quick learner.
10. Knowledge of planning, zoning and economic development

Minimum Requirements

College graduate with a bachelor's degree or associate degree and/or equivalent years of experience in accounting, finance or a related field.

Memo

From: Adrianna Hennen, Clerk-Treasurer

To: Freeport City Council

Date: 3/20/19

Re: Health Insurance

Fritz will be attending the meeting on Tuesday to go over health insurance and to answer questions that council has.

Memo

From: Adrianna Hennen, Clerk-Treasurer

To: Freeport City Council

Date: 3/20/19

Re: Administrative Assistant Job Description

Attached is the job description for the Admin. Assistant position.



CITY OF FREEPORT

125 Main Street E – PO Box 301 – Freeport, MN 56331 – 320-836-2112 – FAX 320-836-2116
For TTY/TDD Users 1-800-627-3529 or 711 Minnesota Relay Service www.freeportmn.org

Job Description for **Administrative Assistant**

Department: Administration
Reports to: Clerk-Treasurer
Class: Part-time 32-Hours per Week

Position Objective

This position assists the Clerk-Treasurer in the overall administration of city services to assure compliance with the city's policies, goals, and programs.

Duties and Areas of Accountability

1. Greet customers and other visitors.
2. Answer telephone calls and relay messages.
3. Receive, sort and distribute mail.
4. Manage city website and Facebook page.
5. Prepare documents, letters and reports using Microsoft Office programs.
6. Record receipt of money and conduct bank deposits.
7. Maintain a file of bills to be paid, enter bills into payment software, and prepare list of claims to be approved.
8. Prepares and mails invoices to customers for permits, utility charges, fire department services, etc.
9. Performs utility billing services which includes preparation and mailing of bill cards and processing payments.
10. Do filing, labeling, coping and mailing as needed.
11. Assist with payroll and reconciliation of bank statements.
12. Assists with economic development projects.
13. Maintains the public trust by keeping information confidential as appropriate.
14. Other duties as assigned.

Knowledge & Skills Required

1. Communicate in an effective, tactful, and courteous manner.
2. Performs duties efficiently and professionally.
3. Skilled in operating office equipment.
4. Conduct repetitive/standardized skilled typing.

Minimum Requirements

1. High school graduate.
2. Prior administrative experience desired.

Approved 10/20/2014